#### **DEPARTMENT OF GENERAL SERVICES** RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. M-143

Page 1 of 4

Agency City of Frederick Division/Unit

Office of the Mayor/Airport

Item No	Description	Retention
1	Aircraft accident data	Retain for 5 years after final resolution or settlement of incident/complaint, then destroy
. 2	General correspondence	Screen annually. Destroy material having no further fiscal, legal or operational value.
		Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
3	Appraisals	Transmit originals to Legal Services; retain copies until updated or supeseded, then destroy
4	Annual disadvantaged business enterprise	Retain for 5 years and until all audit requirements have been met, then destroy
5	Manuals/reference – Air/Space Museum, aviation fuel handling, airport noise and zoning, hazardous substances, airport lighting repairs	Retain until updated or superseded, then destroy
6	Notice to airmen (NOTAMS)	Retain for 1 year, then destroy
フ	MSDS	Retain for 40 years, then destroy

Approved by	Department,	Agency o	r Division	Representative
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Date

Signature

Type Name

Title

Schedule Authorized by State Archivist

Date

OCT 2 2 2001

#### DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Page 2 of 4

Schedule No. M-143

(CONTINUATION SHEET) Item No **Description** Retention Alphabetical files - landfill info, storm water, trash removal Screen annually. Destroy 8 service, airport memorials material having no further fiscal. legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives. 9 EPA - underground storage Retain for life of underground storage, plus 5 years and until all audit requirements are met, then destroy 10 Citizens' complaint log Retain for 5 years, then destroy 11 Retain for 2 years after closed or **Complaints** until no further activity, then destroy 12 Purchase orders Retain for 3 years, then destroy 13 Noise abatement plan Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives. Insurance certificates Retain until updated or superseded, then destroy Grants, copies Retain for life of grant, plus 5 years and until all audit requirements have been met, then destroy

# DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

Schedule No. M-143

Page 3 of 4

Item No	Description	Retention
16	Special events – Airport Appreciation Day, ADPA Fly-in, air show, insurance certificates, contracts (copy), meeting minutes, costs	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
17	Payroll, copies – time sheets	Retain for 1 year, then destroy
18	Airport layout plans	Permanent. Transfer files periodically to the Maryland State Archives
19	Airport commission meeting minutes	Tapes – retain for 8 years, then reuse; paper – Permanent. Transfer files periodically to the Maryland State Archives
20	Weather station	Retain for 5 years and until all audit requirements have been met, then destroy
2)	Master plan study	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
22	Work orders	Minor projects – retain for 3 years after project is completed, then destroy; major projects – retain for 30 years after project is completed, then destroy

## DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

Schedule No. M-143

	RECORDS MANAGEMENT DIVISION		
RECORDS RETENTION AND DISPOSAL SCHEDULE			
(CONTINUATION SHEET)		Page 4 of 4	
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Item No	Description	Retention	
23	Tenant lease files - building, property lease, hanger available,	Retain for life of lease plus 4	
4.5	tie-down availability, correspondence	years, then destroy	
24	Project files – specs, plans, correspondence, scope of	Screen annually. Destroy material having no further fiscal,	
∞/	services/work, contract, work/material warranties/guarantees,	legal or operational value.	
	"Law Mall"	Retain permanently any material	
		that serves to document the	
		origin, development and	
	· · •	accomplishments of the	
		department. Transfer	
		periodically to the Maryland	
		State Archives.	
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HSTRUCTIONS - TYPE OR PRIME A SEPARATE FORM FOR EACH NEW REVISED RECORDS RETENTION SCIEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	Page OI
1. DEPARTMENTIAGENCY THE	2. DIVISION	1. UNIT airport
DEFINITION - Records Series - A group of related reco	rds normally filed and used so a unit for reference so	well as retention and disposition purposes.
A RECORD SERIES TITLE  A RECKEST ACCED	ent data	5. EARLIEST YEAR / LATETEST YEAR  96 10 Present
6. RECORD SERIES DESCRIPTION ( Briefly describe the types of	Information/documents/forms found in the Series. Include	The purpose or function of the Series)
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7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME    File Drawer(s)   Microfilm Reel (s)
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19. HAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	11. DATE 10/6/0

INSTRUCTIONS - TYPE OR PRIME A SEPARATE FORM FOR EACH NEW REVISED RECORDS RETENTION SCREENING WITH RECORDS RETENTION SCREENING WITH RECORDS RETENTION	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
	7775 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	Page O/
1. DEPARTMENTIAGENCY FIFE	2 DIVISION	3, UNIT
DEFINITION - Records Series - A group of related recor	ids normally filed and used as a unit for reference as	well as retention and disposition purposes.
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1. DEPARTMENTIAGENCY FILE	2. DIVISION	3. UNIT
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•	P.O. BOX 275 - JESSUP, MARYLAND 20794	Page Of
1. DEPARTMENTIAGENCY THE	DIVISION	J. UNIT
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1. DEPARTMENTIAGENCY	2. DIVISION	2. UNIT Augost
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well so retention and disposition purposes.
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describe any hardware/sollware)  O Yes O No	potoni/ GR, then a	destry (Av. golow)
19. HAME AND TITLE OF PREPARER  Aules Well	20. TELEPHONE NUMBER	10/6/00

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HISTRUCTIONS - TYPE ON PHINT A SEPARATE FORM FOR EACH NEW REVISED RECORDS RETENTION SCIENCES TORWARD WITH RECORDS RETENTION	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7775 WATERLOO ROAD	AGENCY RECORDS INVENTORY
•	P.O. BOX 275 - JESSUP, WARYLAND 20794	PageOr
1. DEPARTMENTIAGENCY THE	2. DIVISION	1. UNIT Aufort
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•	P.O. 80X 275 - JESSUP, MAYYAND 20794	Page Of
1. DEPARTMENTIAGENCY THE	2. DIVISION	1. UNIT Augost
DEFINITION - Records Series - A group of related recor	de normally filed and used as a unit for reference as	well se retention and disposition nursees
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	
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HISTRUCTIONS - TYPE ON PHINI A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGZ 550-I)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7775 WATERLOO ROAD	AGENCY RECORDS INVENTORY
•	P.O. BOX 275 - JESSUP, MARYLAND 20794	Page Of
1. DEPARTMENTIAGENCY THE	2 DIVISION	1. UNIT Aupont
DEFINITION - Records Series - A group of related recor	de normally filed and used as a unit for reference as	well sa retention and disposition purposes.
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	TT. DATE
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•	P.O. BOX 275 - JESSUP, MARYLAND 20794	Page Of
I. DEPARTMENTIAGENCY	2 DIVISION	1. UNIT
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DEPARTMENTIAGENCY THE	2. DIVISION	1. UNIT aujort
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
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HSTRUCTIONS - TYPE ON PHINT A SEPARATE FORM FOR EACH NEW PENSED RECORDS RETENTION SCIENCES FORWARD WITH RECORDS RETENTION	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 1775 WATERLOO ROAD P.O. 80X 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page
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1. DEPARTMENTIAGENCY THE	2 DIVISION	1. UNIT Augost
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
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O Yes O No	Review annual	accomplishments of the department. Transfer periodically to the MD State Archives
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	TI. DATE
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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SOCIOLE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7775 WATERLOO ROAD	AGENCY RECORDS INVENTORY
•	P.O. BOX 275 - JESSUP, MARYLAND 20794	Page O/
1. DEPARTMENTIAGENCY THE	2. DIVISION	2. UNIT auport
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
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8. RECORD SERIES DESCRIPTION ( Briefly describe the types of	Information/documents/forms found in the Series, Include	the purpose or function of the Series)
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19. NAME AND TITLE OF PREPARER  Charles Andl	20. TELEPHONE NUMBER	10/6/be

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INSTRUCTIONS .. TYPE ON PRINT A SEPARATE FORM FOR EACH NEW DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION RECORDS MANAGEMENT DIVISION SCHEDULE (DGS 550-1) 7275 WATERLOO ROAD Page \_\_\_\_\_\_ Of \_\_\_ P.O. BOX 275 - JESSUP, MARYLAND 20794 3. UNIT DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 4. RECORD SERIES TITLE 5. EARLIEST YEAR / LATETEST YEAR ranto, capies 1994 10 2 ww 6. RECORD SERIES DESCRIPTION ( Briefly describe the types of Information/documents/forms found in the Series. Include the purpose or function of the Series) 1. RECORD SERIES FORMAT(S) 9. VOLUME 8. RECORD SERIES SEQUENCE @ File Drawer(s) Microfilm Reel (s) B Letter Size **O** Microfilm Alphabetical O Computer Tabe (s) **8** Numerical Computer Tape Olher (Specify) \_ □ Legal Size Number ☐ Floppy Disk Chronological O Bound Book 10. ANNUAL ACCUMULATION D Video Tape Geographical ☐ Audio Tape D File Drawer (s) O Microlilm Reel (s) Other (Specify) \_\_\_ O Other (Specify) \_\_\_\_ Computer Tape(s) Other (Specify) \_ Number 12. FILE BECOMES INACTIVE AFTER 11. FILE IS USED Month(s) Year(s) D Weekly Monthly Daily Number 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (II yes, specify agency or office) 13. CURRENT LOCATION(S) (Bldg., Floor, Room) airport Office. 16. AUDIT REQUIREMENTS 15. ACCESS RESTRICTIONS (II yes, cite law(s) & regulation(s) □ None 18. RECOMMENDED RETENTION 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and Betain left of grant, plus 54, Then destroy. describe any hardware/sollware)

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21. DATE 10/6/40

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19. NAME AND TITLE OF PREPARER

INSTRUCTIONS - TYPE OU PRINT A SEPARATE FORM FOR EACH NEW DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION RECORDS MANAGEMENT DIVISION SCHEDULE (DGS 550-1) 7275 WATERLOO ROAD P.O. 80X 275 - JESSUP, MARYLAND 20794 1. UNIT DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference se well as retenden and disposition purposes. 4. RECORD SERIES TITLE 5. EARLIEST YEAR / LATETEST YEAR Paisaoll, crpies 1998 10200 6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series, Include the purpose or function of the Series) Time sheels copies 1. VOLUME 8. RECORD SERIES SEQUENCE 7. RECORD SERIES FORMAT(S) O File Orawer(s) W Keller Size d Microfilm Alphabetical @ Microfilm Reel (s) Computer Table (5) Computer Tape Numerical a Other (Specify) \_ C Legal Size d € Chronological a Flocay Disk Number C Bound Book 10. ANNUAL ACCUMULATION ☐ Video Tage Geographical O Audio Tage ☐ File Otawer (s) ☐ Microfilm Reel (s) ti Other (Specify) \_\_\_\_ ☐ Other (Specify) \_ ☐ Computer Tape(s) Other (Specify) Number 12. FILE BECOMES INACTIVE AFTER 11. FILE IS USED Month(s) Year(s) ☐ Weekly Daily 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency of office) 12. CURRENT LOCATION(S) (Bldg., Floor, Room) 16. AUDIT REQUIREMENTS 15. ACCESS RESTRICTIONS (II yes, cite law(s) & regulation(s) □ None ☐ State G Federal Independent 0 Yes.\_\_\_\_\_

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18. RECOMMENDED RETENTION

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MSTRUCTIONS - TYPE ON PHINT A SEPARATE REVISED RECORD SERIES. FORWARD WITH SORDULE ROGS 550-II	

### DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

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1. DEPARTMENTIAGENCY AT THE	2. DIVISION	1. UNIT Durport
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference a	s well as retention and disposition purposes.
4. RECORD SERIES TITLE LAYOUT Cuipart Allans	, ·.	5. EARLIEST YEAR / LATETEST YEAR  1980' TO 2000
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a Yes, a No	☐ None ☐ State ☐	Federal O Independent
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	17. DATE 10/6/00

MSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REMSED RECORD SERIES. FORWARD WITH RECORDS RETENTION SOMEDULE (DGS 550-1)

### DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7775 WATERLOO ROAD P.O. 80X 275 - JESSUP, MARYLAND 20194

AGENCY RE	CORDS INVENTORY	
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Page	01	

1. DEPARTMENTIAGENCY	Frederic	2 DIVISION
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DEFINITION - Records Series - A group of related records normall	y filed and used so a unit for reference so well so retention and disposition purposes.

4. RECORD SERIES TITLE Wippart Commission Mtg. Menuts

5. EARLIEST YEAR / LATETEST YEAR

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7. RECORD SERIES FORMAT(S)		8. RECORD SERIES SEQUENCE	9. VOLUME	
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0 Yes	a No	Paper - Betain for 84, then recise.  Paper - Betain permanently; transfer periodically to the mid States archer's.		
19. HAME AND TITLE O	DE PREPARER	20. TELEPHONE NUMBER	TT. DATE 10/6/00	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION RECORDS MANAGEMENT DIVISION SCHEDULE (DGS 550-1) 7275 WATERLOO ROAD Page \_\_\_\_\_\_ Of \_\_\_\_ P.O. BOX 275 - JESSUP, MARYLAND 20794 J. UHIT DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retendon and disposition purposes. 4. RECORD SERIES TITLE 5. EARLIEST YEAR / LATETEST YEAR Weather Station 1992 10 2000 4. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/cocuments/forms found in the Series. Include the purpose or function of the Series. Maintenance, Calibrationi + repair recordo, inspectorios 9. VOLUME 8. RECORD SERIES SEQUENCE 7. RECORD SERIES FORMAT(S) File Drawer(s) Letter Size a Microfilm ☐ Microfilm Reel (s) Alohabetical O Computer Tage (s) CI Legal Size Computer Tage Numerical Other (Specify) \_ ☐ Floppy Disk Chronological Number CI Bound Book 10. ANNUAL ACCUMULATION CI Audio Tage O Video Tage Geographical D File Orawer (s) O Microfilm Reel (s) a Other (Specify) \_ © Other (Specify) \_\_\_\_ Computer Tape(s) O Other (Specify) \_ Number 12. FILE BECOMES INACTIVE AFTER 11. FILE IS USED Month(s) Year(s) D Weekly □ Daily Number 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (II yes, specify agency or office) 11. CURRENT LOCATION(S) (Bidg., Floor, Room) airport office 16. AUDIT REQUIREMENTS 15. ACCESS RESTRICTIONS (II yes, cite law(s) & regulation(s) 6 Federal 0 Yes.\_\_\_\_ O None ☐ State Independent 18. RECOMMENDED RETENTION POLICIES 54 and until all audit
requirements have been med, then
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20. TELEPHONE NUMBER 17. DATE 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and

describe any hardware/software)

19. NAME AND TITLE OF PREPARER

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 1775 WATERLOO ROAD P.O. 80X 275 - JESSUP, MARYLAND 20194	AGENCY RECORDS INVENTORY PageOf
1. DEPARTMENTIAGENCY FIRE	DIVISION	2. UNIT Disport
DEFINITION - Records Series - A group of related recor	rds normally filed and used as a unit for reference a	e well se retention and disposition purposes
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20. TELEPHONE NUMBER

19. HAME AND TITLE OF PREPARER
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TT. DATE 10/6/00

INSTRUCTIONS - TYPE ON PHINT A SEPARATE FORM FOR EACH NEW DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION RECORDS MANAGEMENT DIVISION SCIEDULE (DGS 550-1] 7275 WATERLOO ROAD P.O. 80X 275 - JESSUP, MARYLAND 20794 Page \_\_\_\_\_\_ Of \_\_\_\_\_ NOISIVIO 1. UHIT DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 4. RECORD SERIES TITLE 5. EARLIEST YEAR / LATETEST YEAR Wilork Orders 1997 10 2000 1. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series, Include the purpose or function of the Series) Bulding Maintenain, Lighting & wascated squyened 8. RECORD SERIES SEQUENCE 9. VOLUME 7. RECORD SERIES FORMAT(S) # File Orawer(s) @ Leller Size □ Microfilm Alphabetical @ Microfilm Reel (s) Computer Tabe (s) d Computer Tape **W**Numerical CI Legal Size a Other (Specify) \_ a Floopy Disk Chronological Number C Bound Book 10. ANNUAL ACCUMULATION CI Audo Tage O Video Tace Geographical G File Orawer (s) O Microfilm Reel (s) ☐ Other (Specify) \_\_\_\_ to Other (Specify) \_\_\_\_\_ O Computer Tape(s) Olher (Specify) \_ Number 11. FILE IS USED 12. FILE BECOMES INACTIVE AFTER d Monthly ☐ Month(s) Year(s) □ Weekiy Number 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) 13. CURRENT LOCATION(S) (Bidg., Floor, Room) august office 16. AUDIT REQUIREMENTS 15. ACCESS RESTRICTIONS (II yes, cite law(s) & regulation(s) ® None □ Yes.\_\_\_\_ □ Siate Federal Independent Menor projects - 3 y after completed major projects - 30 y after completed 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and 18. RECOMMENDED RETENTION describe any hardware/sollware)

20. TELEPHONE NUMBER 21. DATE 10/6/00

HISTRUCTIONS TYPE OR PRIME A SEPARATE FORM FOR EACH NEW REVISED RECORDS RETENTION SCIEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. 80X 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page Of
1. DEPARTMENTIAGENCY Frederic	2 DIVISION	3. UNIT Augorit
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE Lenant Le	ase File	5. EARLIEST YEAR / LATETEST YEAR  1970'5 TO 2000
8. RECORD SERIES DESCRIPTION ( Briefly describe the types of Bldg. Property Lease, A	information/documents/forms found in the Series. Include anger avail, the documents	
7. RECORD SERIES FORMAT(S)  © Letter Size  © Microfilm  © Legal Size  © Computer Tape	8. RECORD SERIES SEQUENCE  6 Alphabetical  C Numerical	9. VOLUME  G File Drawer(s)  O Microfilm Reel (s)  Computer Tape (s)  Olher (Specify)
D Bound Book D Floopy Disk	□ Chronological	Number
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15. ACCESS RESTRICTIONS (II yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS    None	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION Betain life of lease + 4 yrs., then destroy.	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE 10/6/00

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REMSED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOD ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY	2 DIVISION	2. UNIT Derport
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4. RECORD SERIES TITLE Project Fil	60	5. EARLIEST YEAR / LATETEST YEAR 1992 TO 2000
9. RECORD SERIES DESCRIPTION (Briefly describe the types of Includes Speas, Plans, World Marianties/que 11 LAW Mall	Corres, Scape of Series aracetees	e the purpose or function of the Series) wices / Wark, Contract,
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15. ACCESS RESTRICTIONS (II yes, cite law(s) & regulation(s)	□ None □ State □ Federal □ Independent	
17. IS AN INDEX SYSTEM USED? (II yes, explain briefly and describe any hardware/software)  U Yes U No	Screen annually. Destroy material having not further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the MD State Archives	
19. NAME AND TITLE OF PREPARER Charles abell	20. TELEPHONE NUMBER	21. DATE 10/4/00

STRUCTIONS - TYPE ON PHINT A SEPARATE FORM FOR EACH NEW LYSED RECORDS RETENTION DEDUCE ROGS SSO-II	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
	7275 WATERLOO ROAD P.O. 80X 275 - JESSUP, MARYLAND 20794	Page Of
DEPARTMENTIAGENCY THE	2. DIVISION	1. UNIT auport
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	s well as retention and disposition purposes.
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4. RECORD SERIES TITLE 5. EARLIEST YEAR / LATETEST YEAR / LATE		
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U Letter Size	Alphabetical	. G File Orawer(s)  G Microfilm Reel (s)
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U Audo Tape U Video Tape	Geographical	10. ANNUAL ACCUMULATION  © File Orawer (5)
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19. NAME AND TITLE OF PREPARER

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11. DATE 10/6/00

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